

Payroll processing dates

Payroll processing information		Year: 2021			
Pay day:	1st Day of the Month (FPS)				
Month		Deadline for Cox & Co. to receive all pay data	Deadline for processed payroll to be returned to client	FPS submission on/before	Employee pay date
January	1	Thu 24/12/2020	Wed 30/12/2020	Thu 31/12/2020	Thu 31/12/2020
February	2	Wed 27/01/2021	Fri 29/01/2021	Mon 01/02/2021	Mon 01/02/2021
March	3	Wed 24/02/2021	Fri 26/02/2021	Mon 01/03/2021	Mon 01/03/2021
April	4	Mon 29/03/2021	Wed 31/03/2021	Thu 01/04/2021	Thu 01/04/2021
May	5	Tue 27/04/2021	Thu 29/04/2021	Fri 30/04/2021	Fri 30/04/2021
June	6	Wed 26/05/2021	Fri 28/05/2021	Tue 01/06/2021	Tue 01/06/2021
July	7	Mon 28/06/2021	Wed 30/06/2021	Thu 01/07/2021	Thu 01/07/2021
August	8	Tue 27/07/2021	Thu 29/07/2021	Fri 30/07/2021	Fri 30/07/2021
September	9	Thu 26/08/2021	Tue 31/08/2021	Wed 01/09/2021	Wed 01/09/2021
October	10	Tue 28/09/2021	Thu 30/09/2021	Fri 01/10/2021	Fri 01/10/2021
November	11	Wed 27/10/2021	Fri 29/10/2021	Mon 01/11/2021	Mon 01/11/2021
December	12	Fri 26/11/2021	Tue 30/11/2021	Wed 01/12/2021	Wed 01/12/2021

Note:	* Bank holiday processing					
	New Years Day	Fri 01/01/2021	Spring Bank Holiday	Mon 31/05/2021	New Years Day	Mon 03/01/2022
	Good Friday	Fri 02/04/2021	Summer Bank Holiday	Mon 30/08/2021		
	Easter Monday	Mon 05/04/2021	Christmas Day	Mon 27/12/2021		
	Early May	Mon 03/05/2021	Boxing Day	Tue 28/12/2021		

Cox & Co. require at least two working days to process your payroll.

Should you wish to make particular arrangements for busy periods such as Christmas and New Year, please discuss your requirements with us at least one month prior.

Contact Cox & Co.

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